



## TIPS FOR COMPLETING FINAL REPORTS

### FY 11 and Earlier Grants

Follow these tips to avoid common errors. Forms and instructions can be found at <http://www.arts.gov/manageaward/Organizations.html>. For additional financial guidance, including details on unallowable costs, please refer to the NEA Office of Inspector General's [Financial Management Guide for Non-Profit Organizations](#).

### FINAL DESCRIPTIVE REPORT

#### **Part I: Project Narrative**

- **Answer all five narrative questions and number each response.** The narrative must give us a full sense of the activities and accomplishments of the project.
- Include dates of major project activities.
- Fundraising and reception expenses are not allowed in NEA grants. These activities should not be described in your narrative.

#### **Part II: Project Activity and Participation Statistics**

- *# of lectures/demonstrations/workshops/symposiums*: if a class meets multiple times with the same students, count it as only one class.
- *The # of artist residencies* is the number of residencies contracted with the host. For example, if a trio goes into a school, it would count as one residency, not three.
- *The # of schools that actively participated* must only include schools that are directly engaged with the project. Do not count a school simply because a participating student attends it.
- *The # of hours broadcast on radio, television, or cable* does not include media attention such as artist interviews or news features about your project.
- If you included a *# of hours broadcast*, there must be a corresponding figure in the box for *total broadcast audience*. And vice versa.
- *The # of other individuals who benefited* should rely on an actual count or supportable estimate.

#### **Part III: Geographic Location of Project Activity – ONLINE MODULE**

- If project activity took place at locations other than your primary address, list each address. These include schools, performance venues, conference centers, etc.
- Each location need only be entered once, regardless of the number of times activities occurred there. If activities at one location spanned multiple months, enter the first month.

## FEDERAL FINANCIAL REPORT

- The dates in section 8 must match the grant period and encompass all project activity.
- Line 10j represents **your share** of the final project cost, **based on actual expenditures**.
  - Do NOT include the NEA grant amount in this line.
  - For most grants, you must show at least a 1:1 match.
  - Receptions, fundraising, and other unallowable costs must not be included.
- If you have previously requested a portion of your grant funds, the Federal Financial Report can be used to release the balance of the grant. To do so, indicate in section 12 the amount being requested and the bank account that should be used for the payment.

## PAYMENT REQUEST

- If you have not yet requested any of your grant funds, you must submit a NEA Payment Request form with your final report in order to receive payment.
  - Your final project cost must be the same on both the Payment Request and the Federal Financial Report. The match shown on line 9d of the Payment Request would equal line 10j of the Federal Financial Report.

## WORK PRODUCTS

- Any work product requirement will be noted on the blue Reporting Requirements sheet that was sent with your grant award package.
- Write your grant number on your work product.
- All products must be sent directly to the Grants & Contracts Office so we can mark them received and review them with your final report.

NOTE: The delivery of first-class mail to the NEA has been delayed since October 2001 and delays are expected to continue for the foreseeable future. Please use alternative delivery services if you are sending time-sensitive materials. In addition, some or all of the first-class and Priority mail we receive may be put through an irradiation process to protect against biological contamination. Products (e.g., CDs, DVDs, publications) put through this process suffer irreversible damage. If you are sending these kinds of materials, you should use alternative delivery services.